

**CTWG COMMANDERS' CALL
MINUTES
7 JANUARY 2004**

Attendance:

WING COMMANDER
VICE COMMANDER
CHIEF OF STAFF
103RD COMP. SQ. - 06004
SILVER CITY COMP. SQ. - 06014
STRATFORD EAGLES COMP. SQ. - 06022
169TH COMPOSITE SQUADRON - 06027
399TH COMPOSITE SQUADRON - 06042
C. K. HAMILTON COMP. SQ. - 06058
NORTHWEST HILLS COMP. SQ. - 06062
ROYAL CDT. COMP. SQ. - 06071
CT MINUTEMAN COMP. SQ. - 06073
DANIELSON COMP. SQ. - 06074
THAMES RIVER COMP. SQ. - 06075

COL. PALMER
MAJ OSBORN (EX)
LTC ROWEN
LT PHIL VASINGTON
MAJ MIHALAK
LTC FELIU (REP)
MAJ MAGURANY
CAPT BOUDREAU
CAPT BROPHY
MAJ HULL
CAPT LILLIBRIDGE
CAPT DALEY
MAJ PROVOST (REP)
CAPT CATES

(rep) representative; (NP) Not Present; (EX) Execused

Meeting called to order 7:30 p.m. by LTC Rowen.

Colonel Palmer

- I would like to introduce the new commander 1LT Philip Vasington who has taken over command of the 103rd - let's welcome him aboard. (Called him forward - presented him with his 1Lt rank.)
- Have been working the past two days with OEM. Digital pictures, slow scan, satellite, digital imaging system. They were impressed by what we could give them. Also had today, Colonel Greenhut, the Region Commander, come in and give a presentation on who CAP is and what we could provide. Two minutes after his presentation, the Dept. of Transportation sought me out and asked a few questions. We will be getting some flight missions from them when they have problems with their roads.
- Waterbury Hospital running a concurrent exercise today at OEM. Not in conjunction with what OEM was doing but they heard our presentation and Waterbury Hospital has asked us questions. We might get some new customers.
- We have a new squadron commander in Stratford - it's once again LTC Sandy McDonough. She has stepped forward and taken up that job. There will be a Change of Command the 17th of this month at their squadron banquet.
- When calling Colonel Palmer, whether at his residence, on his cell phone or at work, and you leave a message please leave who you are and a phone number. This goes for staff also. I will be able to get back to you quicker if I have a name and number.
- The sign in log - some of you neglect to sign out. The problem is if the fire chief calls up and runs a fire drill, that log book is the one that tells us if we get everyone out of the building. It is very important that you sign in and sign out.
- Cadet Orientation flights - there is money and start flying.
- With all the new technology coming out, we need to standardize the equipment and the installation of the equipment. Right now it has to do with the aircraft. The national commander does not want one wing hooked up one way and another state another way. He is trying to get it all standardized.
- Some new on-line training courses. Another letter in your box telling you about different times, etc.
- 101 cards and the MIMMS nightmare. It is still a nightmare. Have no definitive answer other than we will do by hand until things get better. It's still on the web site and rumor is that they will have experts work on this.

- We have a busy year ahead of us - things will come up fast. I will get you the information as soon as I get it.
- When we go to threat orange, there are certain things I have to get back to National as far as where my aircraft are, what assets I have available at that time. Need alert rosters from the squadron. When we call and ask what assets are available. All we are doing is that at this moment in time, I have these assets available. It does not mean we go out at that time. The ES officer will ask certain things needed.
- Aircraft couldn't make it off the runway at Danbury today. 300 ft. up smoke coming from engine, decided to turn to go back to runway. Shouldn't do this - should keep flying straight.
- Go through LTC Isabelle for C-5 flights.
- I am trying to get the dates for Encampment. Have not gotten them yet.
- Themes for Aerospace displays for Wing Conference - will see Major Marteka to see if got any information from Region.
- Coordinate "O" flights through Capt. Kelling and Capt. Cates
- Safety issue - make sure cadets are covered in this cold weather.
- Next Commander's Call I will have the visitation schedule out for the year. It won't be as hectic as the last three months I tried to do.

LTC Rowen

- PA-1 and PA2 are due from each squadron January 1. Also the 2a's for your Safety Officer which needs to be renewed every year - also due January 1.
- A copy of the CTWG roster is in your mailboxes - which is the staff roster, the squadron roster. There are corrections to it. As we correct them it will be put on line - I have already worked it out with Major Wrobel. As we make major corrections, we will replace pages. If necessary, we will replace the whole thing. The cover letter on the front will tell you if any of your people have any changes, - send corrections to LTC Rowen or Admin - do not send anywhere else.
- Fuel slips - A directive will come out under my Operations hat. Temporarily the Acting Director of Operations. Tell your pilots and yourselves that in the future we will be putting an envelope inside the log book - inside the envelope fuel slips will now go whenever the aircraft is fueled. Originals have to be attached to Form 7's. That's fine. Keep doing that because of time frames. But for 108's, it's a 90 day window to submit. We have to marry up fuel slips with rosters and invoices before we do anything anywhere. That means end of the month. At the end of the month, when the person collects the flight log, they will also collect the fuel slips. This way it all stays together. Make sure paperwork is correct because we do have an inspection coming up in a little over a year. Need to get work out about the plastic protective divider in the book - it needs to be used
- Communications wanted me to let you know that you will all need to see him to do your annual revalidating of your communications equipment.
- If you folks share your facilities with other people and someone wants to use it, there is only one person they can talk to and that is the squadron commander. If anybody from a totally different organization says CAP members came in and want to use a room, tell them to contact the squadron commander. That's why you sign that property form saying you are responsible for it.
- Bills - if any of our vendors call you, refer them to me. We are just getting bills paid. In the next two weeks all bills will be paid.
- 101 cards are being worked on. There's one person doing it, but they are being worked on.
- Director of ES would like to get those alert rosters from you.

LTC Isabelle

- Big inspection coming up this November.
- Receipts are important - without them I can't reimburse you for gas.
- 1LT Bailey passing out letters. One is a mission schedule for this calendar year. Dates are tentative. The other letter is to those squadrons I have to cancel my visit to.- cannot do the visits. If can't find reservists, visits cannot be done. This is due to losing his LNCOs. Some squadrons have already been visited.

- When we inspect the aircraft we will inspect the vehicle also. I do a much more extensive inspection - I go through the log book, dates, times, places, check if oil changes are done. If done, please log in. I always have log book to look at so make sure everything that is done, please log in the book.
- Safety - ground safety - carry an extra bottle of windshield fluid, both corporate and personal vehicles. Windows get dirty and can't see.
- Flying safety - be careful of frost on landings.
- Keep in mind that if you are on an actual SAR mission, I can reimburse you for deicing fluid. Don't fly a plane covered with frost. Don't fly - wait and get the deicing done and we will pay for it.

In the aircraft log, there are tabs in there. Region has designated what tab - credit cards and receipts. Stick them in there. A plastic protective divider.

1LT Bailey

- Received phone call from gentleman - ham fest in Newington. Looking for folks to help direct traffic and parking. Have two dates to do it on - June 5 and June 6. Two different locations but both in Newington. Is anyone interested in doing this?. No money involved - they are a non-profit organization like us. May be able to offer the cadets some type of radio course. Will get back to him if we have anyone who wants to help. From 7 a.m. to noon time. June 5 will be at the HQ, 25 Main Street, Newington. June 6 will be at the Newington High School.
- Check mailboxes before leave - putting paperwork in it.

LTC Stidsen

- Darwin awards for 2003 have come out. There are a couple selective sections which have applications to several cadet functions in CAP.
- Those who use real firearms during color guard competition please be sure to block barrel and remove firing pin.
- A chef at a hotel in Switzerland lost a finger in a slicing machine. Insurance company questioned it, sent out an engineer. The engineer repeated it and lost his finger too. Please don't try to replicate an accident to try and find out what went wrong., Think about it first.
- On hazmat side, an individual tried stealing gasoline from a motor home siphoning it. He connected to the sewage plant instead. When you use equipment, please read the directions.
- An American teenager is recovering from serious leg wounds he received from an oncoming train. He told police he was trying to see how close he could get his head to a moving train before he was hit.
- Safety regulations are here for your benefit and protection. Please use them.

Major Cassella -

- Will start with aircraft inspections again. First time around will do safety inspections. All squadron commanders who have airplanes, I will let you know when I am coming out. First time, work with the Form 73's or 71's- will go straight down the form and get anything fixed we need to fix. Will keep in the records so when you have your SAV/CIs this should be all up to speed.
- Exercise we have had the past few days. Very much a success and great ability for your squadrons and Wing.

Northwest Hills - CT062

- Not doing much this month. Planning a bivouac sometime in January but nothing as yet.
- Everyone should have gotten checks from the Harwinton Fair. Thank you for all your help.
- I could get into personal side of MIMMS but couldn't get in to 101 side.
- I have a Red Cross instructor in my squadron, Mike Mafia. He can do CPR and First Aid also. Let me know and I can give you his number and you can contact him. He will set it up for your requirements. Charges for the books and other materials needed as well as the card.

- Are they going to run a Leadership School at our Encampment? (Palmer - That will be up to the Encampment Commander - and before I can get an Encampment Commander I need dates. Rowland has not been coming forth with dates.)

Thames River-CT075

Not doing anything much in particular.

399th 06042

- This weekend doing a cold weather bivouac for ES.
- Next weekend open cockpit day at Bradley
- This week going over security procedures for Danbury.

Silver City-CT014

- Probably do a bivouac in February.
- Printed off 101 cards a few months ago. Keep documentation because if MIMMS doesn't work there will be no documentation.

Danielson-CT074

- Have a quiet month.
- Need a first aid course for ground team leaders.
- Spoke with Major Osborn a few months back about a Red Cross Advanced First Aid course.
- C5 simulator flights at Westover - how do we go about that.

Manchester-CT027

- Also have a quiet month.
- Have our awards banquet on Friday, January 16.
- Capt. Shapiro has hooked us up with Manchester OEM to look into community emergency response team training.. Having a presentation on 13th from OEM to go over what is involved. If anyone interested, please let me know.

CK Hamilton-CT058

- Have two AE trips - tentative
- Hoping to start picking up in February.

Royal Cadet-CT071

- This month building a full airlines cockpit in the squadron - simulator
- Do to threat level going up, two people are posted at door and ID is requested. Only use specified parting areas.
- Four seniors have been offered to train on Dmat teams. Very important we do reconnaissance, not surveillance.
- Want to thank all the commanders and the staff who sent the card to me. It meant a lot. I have one more surgery on the 20th and then I am clear.

Stratford-CT022

- Annual squadron banquet 17th
- Pilot briefing on 16th. Then going to simulator
- Finishing our basic RC.
- "O" flights were canceled in November. Will start up now.
- Westover trip as weather gets better.
- KC130 ride for cadets.

CT Minuteman-CT073

- Does Colonel Sturges plan on making squadron visits. (Palmer - I believe he does plan on making squadron visits.)
- The squadron mailing address is incorrect. LTC Rowen indicted to make changes on the sheet, make a copy and put in LTC Rowen's mailbox and correction will be made.
- Need Red Cross training badly. Can we correlate with New Haven.
- What about Rhode Island Encampment (Palmer - Haven't seen anything on this yet)
- Young girl in New Hampshire died of Meningitis. I will try to get information on this.

Meeting adjourned.

Respectfully submitted,

//signed//

Cassandra Huchko, LTC, CAP
Acting Admin. Officer